



JOB ANNOUNCEMENT

General Public

OPEN DATE: December 23, 2021

CLOSE DATE: January 6, 2022

JOB TITLE: Library Manager

PAY RANGE: \$ 19.07/hour

DEPARTMENT: Community Services

DIVISION: Library

SUMMARY

The manager is directly responsible for the overall operation of the library and provides leadership skills in organizing, directing and promoting the activities of the Carnegie Public Library. The work varies, requiring interpretive judgment and has significant opportunity for discretion and independent action. The manager establishes policies and procedures necessary to carry out the management and maintenance of the library. The Library Manager reports directly to the Community Services Director.

DUTIES AND RESPONSIBILITIES

- Studies and makes plans to develop the services of the library to meet more effectively present and future community needs, including study of community and area trends and their relation to the library. In collaboration with the Library Advisory Committee establishes long-term plans, goals and objectives; and measure accomplishments against recognized standards.
- Develops procedures and practices to meet daily and long-term responsibilities associated with the management and maintenance of the library.
- Advises, consults, and confers with the Library Advisory Committee, the Friends of the Library, other libraries, professionals, officials (at State and local levels), citizens, and community groups.
- Submits policy and program recommendations to the Library Advisory Committee, administration and the governing body.
- Recommends to the Community Services Director individuals for the positions necessary for carrying out the functions in the library.
- Coordinates the continued training and development of staff members.
- Supervises, evaluates, commends and disciplines library personnel as appropriate.
- Supervises the keeping of records and the preparation of reports in accordance with city, state and federal rules, regulations and laws.
- Prepares and presents library budgets for review by City Manager and City Council. Monitors expenditures off the city's management information system. Review requisitions before submitting to City Hall. Actively seeks grants, gifts and other new sources of non-tax funding for the library.
- Develops and maintains the library's resources, including the book collections, periodicals and online databases.
- Supervises and develops services for patrons, such as reference/information, children's, and cataloging/processing.
- Oversees the development and maintenance of the library's technology.
- Oversees the physical condition of the library building.
- Directs a public relations program to promote and publicize the library in the community.

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- Provides a library atmosphere that is safe, friendly, professional and favorable to the sharing of resources and information.
- Maintains current knowledge of new developments in the library field.

Additional Functions/Tasks: Attends library conferences and programs when appropriate. Participates in state-wide library activities, such as the New Mexico Library Association and related committees. Performs other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

- New Mexico State Library Grade II Librarian's certificate is required for the head librarian of any library supported by public funds and serving a municipality or other political subdivision having a population of at least 10,001 but not more than 15,000 persons as shown by the last federal decennial census (New Mexico State Statutes Chapter 18, Section 18-2-15).
- Must have a minimum of three years experience in a library setting, including one year as a supervisor.

PREFERRED JOB QUALIFICATIONS

- Master's Degree in Library Science, or Library and Information Science (MLS/MLIS) from a graduate library program accredited by the American Library Association, and professional library experience, preferable in an administrative and/or managerial/supervisory capacity in a public library.

EMPLOYMENT REQUIREMENTS

- Must possess and maintain an insurable New Mexico Class D Driver's License.
- High School diploma or equivalent.

KNOWLEDGE, SKILLS AND ABILITIES

- Must have knowledge of all aspects of library functions and programs in a municipal setting.
- Must be familiar with library automation.
- Strong service orientation and sensitivity to the informational needs of the community and demonstrated ability to communicate effectively and work cooperatively with staff and patrons is required.
- Proficiency in computer software programs relating to communications (Office Suite); public speaking; excellent communication skills (both verbal and written); interpersonal skills. Possess exceptional Bilingual skills (English/Spanish).
- Ability to communicate effectively both verbally and in writing.
- Ability to deal with supervisors, other employees and the public. Ability to exercise leadership with library personnel.
- Knowledge of all functions of municipal operations or the ability to acquire such knowledge effectively and in a timely manner.
- Basic knowledge of the City's Personnel Rules and Regulations, Union Contracts, Employee Benefits and administrative functions.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Work is performed primarily in a library setting 100% of the time.
- Working surface is on even, flat, hard and/or carpeted areas.
- Work requires occasional travel.
- Work requires occasional evening and weekend work in order to meet deadlines.
- Work requires frequent sitting, standing, walking, reaching, climbing stairs, bending, kneeling and squatting.
- Work requires occasional carrying up to 25 lbs.

NOTE: This position is subject to drug testing both pre-employment and random as set forth in the City of Las Vegas Drug Policy.

APPLICATION PROCEDURE – A complete application package will include 1) Letter of Interest 2) Resume and 3) City of Las Vegas Employment Application.

The employment application is available at:

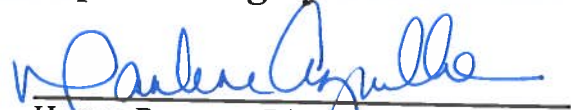
http://lasvegasnm.gov/departments/human_resource_department

Application Materials can be sent to: Human Resources Department
1700 North Grand Avenue
Las Vegas, NM 87701

OR send via email to: mgarcia@lasvegasnm.gov

Reviewed and approved for publishing by:


Leo Maestas, City Manager


Human Resource Director